FORM-II

APPLICATION FOR LEAVE

NOTE: ITEMS 1 TO 9 MUST BE FILLED IN BY ALL APPLICANTS.

ITEMS 12 APPLIES ONLY IN THE CASE OF GOVERNMENT SERVANTS OF GRANT BS-16 AND ABOVE.

1) NAME OF APPLICANT ______________________

2) LEAVE RULES APPLICABLE ______________________

3) POST HELD ______________________

4) DEPARTMENT OR OFFICE ______________________

5) PAY ______________________

6) HOUSE RENT ALLOWANCE, CONVEYANCE ALLOWANCE OR OTHER COMPENSATORY ALLOWANCE DRAWN IN THE PRESENT POST

H.R.ALLOW.	C.A. ALLOW.	PERS.ALLOW.
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7) (A) NATURE OF LEAVE APPLIED FOR ______________________

(B) PERIOD OF LEAVE IN DAYS ______________________

(C) DATE OF COMMENCEMENT ______________________

8) PARTICULAR RULES/RULES UNDER WHICH LEAVE IS ADMISSIBLE — LEAVE RULES 1981

9) (A) DATE OF RETURN FROM LAST LEAVE ______________________

(B) NATURE OF LEAVE ______________________

(C) PERIOD OF LEAVE IN DAYS ______________________

DATED:

SIGNATURE OF APPLICANT

10) REMARKS & RECOMMENDATION OF THE CONTROLLING OFFICER.

11) CERTIFIED THAT LEAVE APPLIED FOR IS ADMISSIBLE UNDER THE REVISED LEAVE RULES 1981 AND NECESSARY CONDITIONS ARE FULFILLED.

SIGNATURE:______________________

DATED:

DESIGNATION: ASSISTANT SECRETARY (ADMN-II)

NO.______________

DATED:______________________

THE ASSISTANT ACCOUNTS OFFICER (PR-VI)
ACCOUNTANT GENERAL'S OFFICE, LAHORE.

P.T.O.

12) REPORT OF AUDIT OFFICE____

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SIGNATURE:_________________________

DATED: DESIGNATION:_________________________

13) ORDERS OF THE SANCTIONING AUTHORITY CERTIFYING THAT ON THE EXPIRY OF LEAVE THE APPLICANT IS LIKELY TO RETURN TO THE SAME POST OR ANOTHER POST CARRYING THE COMPENSATORY ALLOWANCES BEING DRAWN BY HIM.

SIGNATURE:_________________________

DATED: DESIGNATION:_________________________